

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

Hr Handbook Update No. 2005 – 0004

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Grievance Procedure

Issue Date: March 18, 2005

The HR Handbook has been updated to add the GRIEVANCE PROCEDURE and a Grievance Form.

Please note that an agency that does not have its own Grievance Procedure shall be bound by the procedure and form contained in the Civil Service HR Handbook.

Agencies may adopt their own Grievance Procedure that contains time limits that are different from the ones described in the Handbook procedure; however, agency procedures must contain the following:

1. Grievance steps and provisions that are consistent with the ones outlined in the Handbook Grievance Procedure.
2. Clarification that PPR reviews are handled by a different process than the agency Grievance Procedure.
3. Clarification that an employee may skip the grievance step that involves an individual in the employee's supervisory chain if the grievance has to do with harassment by that individual.
4. Clarification that complaints about letters of warning, reprimand or counseling are handled by written response and not through the grievance process.
5. The name of the Division or Section responsible for administering the Grievance Procedure and a contact person for employees.
6. The final step of any agency procedure must result in a decision by the appointing authority or his/her designee.

Please read the new Grievance Procedure carefully. Human Resource Offices should pay particular attention to the section "Responsibilities of the Agency Human Resources Office".

If you have any questions regarding this information, please contact the Program Assistance Division, telephone (225) 342-8274.

Sincerely,

s/Anne S. Soileau
Acting Director